



PROGRAM TECHNICIAN

MULTI-DEPARTMENTAL OPEN STATEWIDE EXAMINATION

MONTHLY SALARY RANGE \$2,205 – \$2,877

7LO02

ONE-DAY FILE-IN-PERSON: WEDNESDAY, JANUARY 24, 2007

Participating Departments	California Student Aid Commission California State Lottery Department of Fish and Game Department of Insurance Department of Justice			Department of Real Estate Employment Development Department Office of Real Estate Appraisers Office of the State Controller
Positions Exist	Statewide			
How to Apply	<p>This is a one-day file-in-person process. Applications will only be ACCEPTED IN PERSON, from the applicant (applicants must show photo identification) BETWEEN THE HOURS OF 8:00 A.M. to 4:00 P.M. at the locations listed below. Applications being handed in on behalf of someone will not be accepted. Applications will not be accepted by mail, messenger, inter-office mail or express delivery. Applications delivered before or after the file-in-person date will not be accepted.</p> <p>Upon arrival applicant must submit a completed Examination and/or Employment Application (STD 678), which can be obtained at any state agency personnel office, the State Personnel Board, or downloaded from www.spb.ca.gov.</p> <p>Applications must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information may be rejected because of incomplete information. Resumes containing additional information may be submitted with the application.</p> <p>Special Testing Arrangements: If you have a disability and need special testing arrangements, mark the appropriate box on Question 2 of the Examination and/or Employment Application (STD 678). You will be contacted about specific arrangements.</p>			
Who May Apply	Persons who meet the minimum qualifications as stated on this bulletin.			
Where to Apply	Department of Fish and Game 619 Second Street Eureka, CA 95501	Department of Fish and Game 601 Locust Street Redding, CA 96001	Ronald Reagan Building 300 South Spring Street Los Angeles, CA 90013	
	Department of Real Estate 2550 Mariposa Mall, Room 1036 Fresno, CA 93721	Department of Real Estate 2201 Broadway Sacramento, CA 95818	Department of Real Estate 1515 Clay Street Oakland, CA 94612	
	California Student Aid Commission 10834 International Drive Rancho Cordova, CA 95741	Department of Justice 11 th Floor Lobby 110 West "A" Street San Diego, CA 92101		
File-In-Person Date/Time	Wednesday, January 24, 2007; 8:00 a.m. to 4:00 p.m.			
Examination Dates	Written Test Date: It is anticipated that multiple examinations will be held in February/March 2007. Written Test Locations: Statewide			
Position Description	<p>This is the entry and training level for the series and the journey level for less difficult program specialist work. As trainees, under close supervision and in accordance with established procedures, incumbents learn and perform increasingly difficult duties of a semi-technical nature in a specialized departmental program.</p> <p>When incumbents become proficient in their duties, they work under general supervision and guidelines. Incumbents review and/or process forms, files, etc., of a semi-technical nature associated with a specialized departmental program. Work is subject to periodic review, and contact with the public is moderate and basically informational in nature.</p>			

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.



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Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Either I

In the California state service, one year of experience performing clerical duties at a level of responsibility not less than that of an Office Assistant.

Or II

Experience: One year of clerical experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either: (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.] (Applicants using outside experience must include a detailed description of duties performed.)

AND

Education: Either equivalent to completion of the 12th grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Job Training Partnership Act. (One year of clerical work experience may be substituted for the required education.)

Definition of Terms

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: (1) passing the General Education Development (GED) Test; (2) completion of 12 semester units of college-level work; (3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; (4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

An open multi-departmental eligible list will be established only for the use of the nine departments listed on page 1 of this bulletin. Eligible persons on the list may receive employment inquiries from any of these departments. This eligible list will be designated as "Transfer Restricted," which means that requests to transfer eligibility to other Program Technician lists will not be allowed. The list may be abolished 12 months after it is established unless the needs of the departments and conditions of the list warrant a change in this period. Candidates will only be notified of a change if prior to 12 months from list date.

The examination will consist of a written test weighted 100%. Candidates who meet the requirements for admittance to the examination will be required to complete a written test consisting of multiple choice questions.

The test will consist of five segments:

- ◆ Arithmetic Calculations
- ◆ Filing Work
- ◆ Evaluating Situations and Taking Effective Action
- ◆ Grammar (Reading and Writing)
- ◆ Learning and Applying Laws, Rules, Regulations, Procedures and Policies

Competitors who do not appear on the date and time of their scheduled written examination will be eliminated from the examination process. Rescheduled testing times will not be allowed.



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GENERAL INFORMATION

Veterans Preference: California law allows granting of veterans preference credit in Open and Open, Non-promotional examinations. Credit in open entrance examinations is granted as follows: 15 points for disabled veterans; and 10 points for all other veterans, widows and widowers of veterans, and spouses of 100% disabled veterans. Credit in Open, Non-promotional examinations is granted as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference credit are on the Veterans Preference Application (Form 1093) which is available from the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001, and participating office of the Employment Development Department, and on the Internet at www.spb.ca.gov.

Career Credits: Career credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the State Personnel Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in the Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Background Investigation: Pursuant to Government Code Section 8880.38, any successful candidate may undergo a thorough background investigation, which may include fingerprinting, before employment with the State of California can be obtained.

Felony Disqualification: Pursuant to Government Code Section 8880.71, persons convicted of a felony or any gambling related offense are not eligible to be examined for or be appointed to any position with the California State Lottery.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

Examination Locations: This written examination will take place statewide. Each candidate will be notified of the time, date, and location of the written examination prior to the examination date.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged in to the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

It is the candidate's responsibility to contact the California State Lottery, Employee Selection and Services unit at (916) 322-5109 four weeks after filing his/her application if he/she has not received his/her notice to appear for the written examination. If a candidate's notice of testing fails to reach him/her prior to the day of the test due to verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board or on their website (www.spb.ca.gov), local offices of the Employment Development Department and any state department listed on the first page of this bulletin.

If you meet the requirements stated on the other side of this bulletin you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in this examination will be compared to the Knowledge, Skills, and Abilities required for this classification. All candidates who pass will be ranked according to their scores.

The participating departments reserve the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

California State Lottery
Employee Selection & Services Unit
600 North 10th Street
Sacramento, CA 95814
Exam Line: (916) 322-5109

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929
Sprint from TDD: 1-888-877-5378

MCI from voice telephone: 1-800-735-2922
Sprint from voice telephone: 1-888-877-5379

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